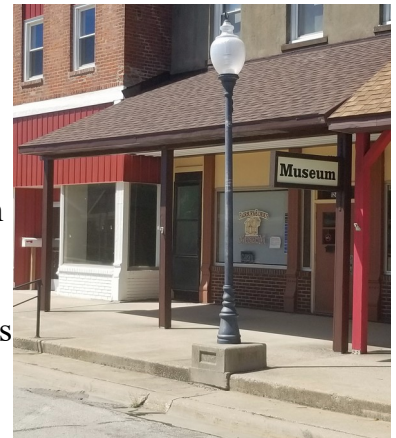


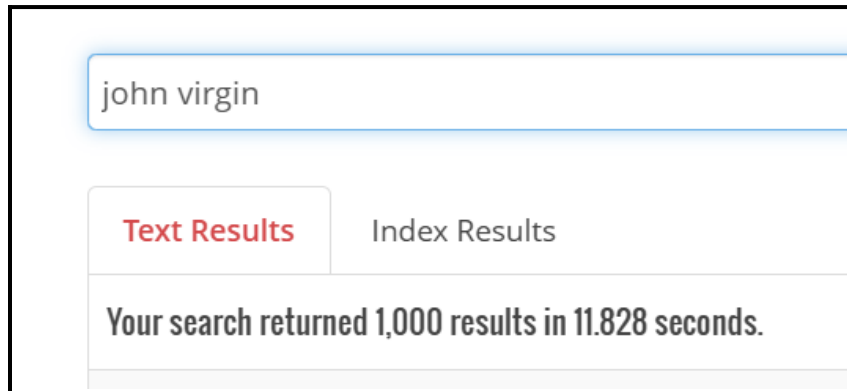
Work Instruction for Downloading Blade Articles from the Dominy Memorial Library Website

1. Go to the Dominy Memorial Library website at <https://dominymemoriallibrary.org>
2. Once you are at the website, select the **RESOURCES** option then select **THE BLADE ARCHIVE** option.
3. Here is the screen you will see. If you want to search all years of the Blade, enter your search term, and hit enter.

A screenshot of the "DIGITAL REEL" website interface. The header is dark blue with the "DIGITAL REEL" logo and a menu icon. Below the header, the text "The Fairbury Blade" is displayed. A search bar contains the placeholder text "search The Fairbury Blade ..." and a blue "Search" button. Below the search bar, a table with the heading "Titles" and a sort icon shows a single entry: "THE FAIRBURY BLADE".

| Titles |
|--------------------|
| THE FAIRBURY BLADE |

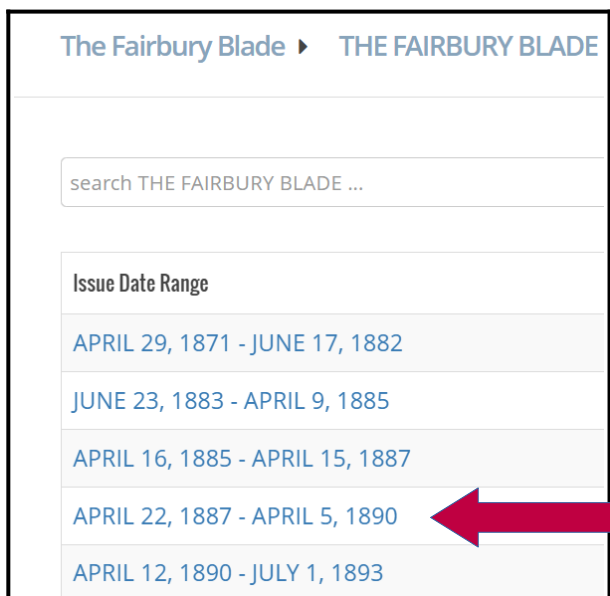
4. Often with a common search term, you will end up with over 1,000 hits and it is not realistic to go through that many pages.



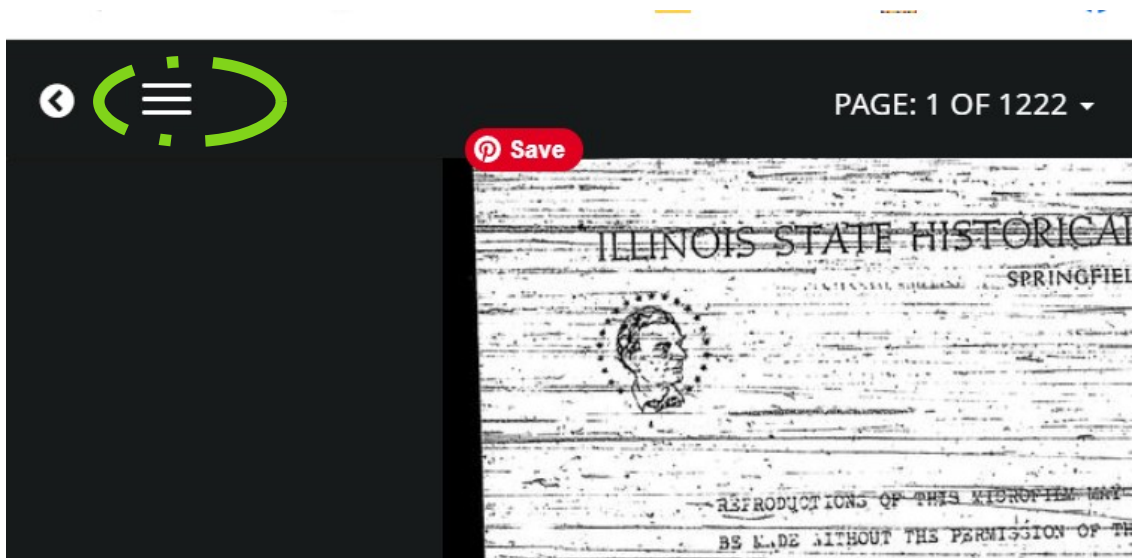
5. It is often easier to search by year versus searching all years of the Blade. Go back to the first search screen and click on **THE FAIRBURY BLADE** below Titles.



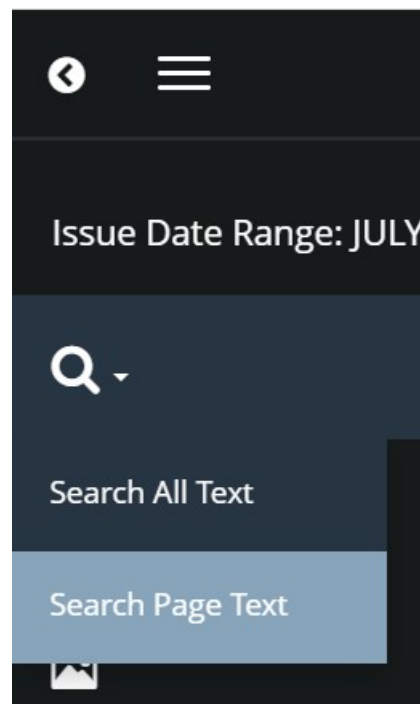
6. Now you can scroll down and select the year you want to search.



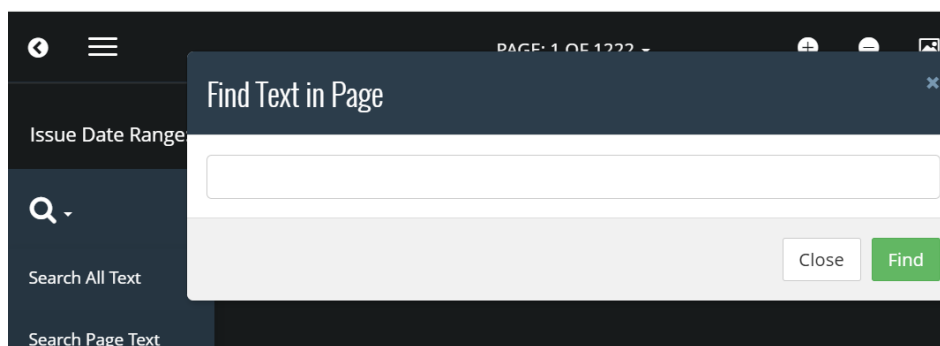
7. After you click on the year you want, you will see this screen. Click on the 3 vertical bars in the upper LH corner.



8. After you click on the 3 bars, you will see this screen. Choose the option **SEARCH PAGE TEXT** and hit enter. If you choose the **SEARCH ALL TEXT** option, you will be searching all years of the Blade.




9. Now enter your search term and hit the FIND key.



10. Let us assume you searched for “horse”. You will then get a list of pages with the search term HORSE on them. Click on the page you want and you will see that Blade page.

Text Search

Search Text

 Options

Everything This Roll

Your search returned 88 results.

[THE FAIRBURY BLADE / JULY 15, 1910 - FEBRUARY 2, 1912](#)

... a R-?r-_dr qE-4 -1 iiiare cotl, suckling horse 10-m- manded tw ut ca estatsaies
tnide- wean- AW ...

... 4:-__?? li?t C vul LluY Hereford bull Kuntz' horse, rake, stalk to "I E bay mare, a y -r

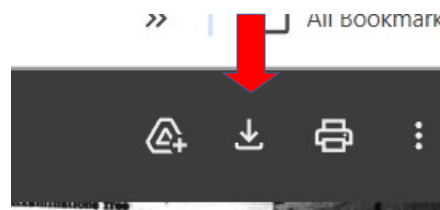
11. So at this point, you have found the article you want to download. You have several options of how to download the article. The 1st method is to hit the PRINT-SCREEN key, which captures the image. You can then paste this image into your favorite image handling software. Examples include free software like Irfanview, Paint, Paint.Net, etc. You can then assign a file name to that image like, March 20, 1905, Blade, TP&W train schedule.jpg

| RAILWAY TIME TABLES | |
|--|--------------------------------|
| T. P. & W. | |
| T. P. & W.—West Bound. | |
| No. 1. | Effner to Peoria .. 8:32 p.m. |
| No. 5. | Effner to Peoria .. 1:25 p.m. |
| No. 7. | Effner to Peoria .. 10:20 a.m. |
| No. 3. | Forrest to Peoria .. 4:25 a.m. |
| T. P. & W.—East Bound. | |
| No. 2. | Peoria to Effner .. 8:32 p.m. |
| No. 8. | Peoria to Forrest 2:50 a.m. |
| No. 4. | Peoria to Effner .. 2:30 p.m. |
| No. 6. | Peoria to Effner .. 8:50 a.m. |
| Chicago connections via C. & A. at Chenoa are made by Nos. 1, 5, 7, and 3. | |
| Chicago connections are made via Illinois Central at Gilman by Nos. 6 and 4. | |
| Chicago connections are made via Wabash at Forrest by Nos. 8, 12, and 14. | |

12. Option #2 is to hit the little Printer icon on the upper RH corner. This opens up a PDF file of the entire page. Choose the **PRINT PAGE** option.



13. A new PDF image will open in your browser. Select the DOWN ARROW key and this will download a PDF file of this page.



This concludes the Work Instruction showing how to download an old Blade article from the Dominy Memorial Library website.